

~~CONFIDENTIAL~~

UNITED STATES GOVERNMENT

# Memorandum

TO : CIA Records Administration Officer  
THRU : Chief, Administrative Staff, ORR ~~9/1~~  
FROM : Records Management Officer, ORR ~~9/1~~

DATE: 12 AUG 1963

SUBJECT: Annual Report of Headquarters Records Holdings and  
Inventory of Filing Equipment

REF : Your memorandum dated 17 June 1963

1. In accordance with your request, the following information is submitted concerning the Records Management Program in ORR during Fiscal Year 1963:

- a. 24,893.1 cubic feet of records were reported on hand in ORR as of 1 July 1962.
- b. 23,784.5 cubic feet of records were on hand in ORR as of 30 June 1963.
- c. 1,834.5 cubic feet of records were destroyed in ORR during Fiscal Year 1963.

2. The results of an inventory of filing equipment within ORR are as follows:

<u>Description</u>	<u>Quantity</u>
Safe, Legal, 2 drawer, c/lock	372
Safe, Legal, 4 drawer, c/lock	503
Safe, Letter, 2 drawer, c/lock	2
Safe, letter, 4 drawer, c/lock	17
Safe, 3x5, 5x8, 5 drawer, c/lock	61
Filing Cabinet, Legal, 4 drawer	77
Filing Cabinet, Legal, 5 drawer	161
Filing Cabinet, Letter, 5 drawer	38
Filing Cabinet, 3x5, 6 drawer	2
Filing Cabinet, 3x5, 7 drawer	1
Filing Cabinet, 3x5, 8 drawer	3
Filing Cabinet, 3x5, 9 drawer	34
Filing Cabinet, 3x5, 10 drawer	22
Filing Cabinet, 3x5, 15 drawer	3
Kardex, 16 and 17 slides	25
Files, Map and Plan, 5 drawers	1,599
Safe, Map and Plan, c/lock	1
Safe-T-Stak Units, 3x5, 5x8	1,846

25 YEAR  
RE-REVIEW

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